



**U.S. DEPARTMENT OF COMMERCE  
Bureau of the Census  
Chicago Regional Census Center  
Recruiting Bulletin**

**Local Census Office Manager - SALARY \$22.75 per hour**

Recruiting Bulletin No. LCO-2542- LCOM

Duty Station: Terre Haute, IN

ISSUE DATE: May 17, 1999

CLOSING DATE: Until sufficient applications are received. Bulletin will be opened for a minimum of 10 working days.

**EXCEPTED SERVICE APPOINTMENT: Not-to-exceed 12 months initially, with possibility of extension of appointment.**

**Duties**

Manages staff and resources to carry-out office and/or field procedures to direct and control all operational functions, resources and personnel; implements a team based environment to lead temporary staff of over 100 employees (most working from home) on accomplishing production goals and quality standards of enumerating all the residences in the Local Census Office district; builds strong local support for the Census by establishing effective relationships with local community based and volunteer organizations and/or governments, and marketing to local media outlets (may include interviewing with these outlets); develops and makes presentations, adapting the presentation to the specific audience, and speaking extemporaneously to a variety of audiences; responsible for multiple functions of a Local Census Office, including motivation of workers to achieve the goals of recruiting, hiring, and enumeration; management of assigned personnel to ensure efficient and high quality of Census questionnaires; and compliance with Census Bureau standards and programs to meet established goals to complete Census 2000 in the assigned Local Census Office; contributes to the well-being of the indigenous community through the establishment of solid partnerships with groups within that community to enable participation of hard to enumerate populations in the Census.

**Qualification Requirements**

1. Experience demonstrating the ability to manage a time critical operation through at least two levels of subordinate management.
2. Experience demonstrating the ability to effectively communicate organizational objectives to groups of people, such as the local news media, community leaders and organizations, and local government officials.
3. Experience demonstrating the ability to regularly prepare and present talks and formal speeches

to moderate sized or larger groups.

4. Experience demonstrating the ability to provide supervision over employees and managers/supervisors who may be engaged in activities such as recruiting, testing, appointing, and/or payroll and cost administration in order to accomplish production goals and quality standards.

5. Experience demonstrating the ability to establish effective working relationships with traditionally hard to enumerate populations or with specific populations indigenous to the Local Census Office boundaries. These relationships should have produced specific outcomes.

Each applicant for Census Bureau employment must take a written test to assess managerial skills. Call the following office for testing schedule and additional information:

**Indianapolis Early Local Census Office:                    317-226-0402 or  
Toll free 1-888-325-7733**

**\*\*AN EQUAL OPPORTUNITY EMPLOYER\*\***

The Bureau of the Census does not discriminate on the basis of age, race, color, sex, creed, national origin, lawful political affiliation, disability, marital status, affiliation with an employee organization, sexual orientation, or other non-merit factor.